



State of Michigan VSS User Guide for Existing Contractors and Consultants

Based upon Existing Vendor Guide Version 3.11

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Introduction

October 3, 2017, the State of Michigan (SOM) will begin using the Statewide Integrated Governmental Management Application (SIGMA) financial system for SOM financial activities. For Contractors and Consultants performing work for the Michigan Department of Transportation (MDOT), this will mean very little change in the way you do business with MDOT. Prequalification activities, advertisement of projects, bidding, award, and contracting will not be affected by the change to SIGMA. SIGMA, will however, be the mechanism in which payments to Contractors and Consultants are processed. Instead of using Contract & Payment Express (C&PE) to verify and update your company information, you will be using a module in SIGMA called Vendor Self Service (VSS) for the current C&PE functionality. The VSS allows the vendor or payee the ability to manage account information. State of Michigan vendors currently registered in C&PE should have received a postcard that provides information regarding VSS. Visit Michigan.gov/SIGMAVSS for more Sigma-related information for State of Michigan vendors of all types.

This **User's Guide** is for use by Consultants and Contractors doing business with MDOT, and provides instructions for activating an existing vendor account and viewing/modifying account information. The document is not applicable to contracts that are administered through MDOT's Purchasing Unit (i.e. mowing, rest area, and Buy4Michigan contracts for routine maintenance services and commodities)

It is your company's responsibility to ensure that your account is activated and account information is up to date, including contact information and bank (EFT) account numbers.

If you need any assistance with VSS, please contact the SIGMA End User Help Desk at 1-800-856-6246.

Transitioning to SIGMA will require short term changes in payment dates to Contractors and Consultants:

Construction Contracts

- Contractor payment dates with transfer dates (date payment is authorized by Contractor Payments Unit and transferred to MDOT's Accounting Section for Payment) of September 25th and 26th, 2017 will be paid on Friday, September 29, 2017.
- There will be no transfers from September 27th through October 2nd, 2017 as the former system, MAIN, will no longer be operational, and the conversion to SIGMA will be taking place.
- Transfers resume on October 3, 2017, and payments will be made on Friday, October 6th, 2017.
- After the October 3, 2017 transfer and subsequent payment, the payment process will resume on the regular schedule.
- Check the MDOT Construction Contract Inquiry site for project specific payment information.

Consultant Contracts

- There will be no payments processed from September 27th through October 2, 2017. Payments will resume on October 6, 2017.

Key Information

- To avoid browser compatibility issues, SIGMA VSS is best viewed with Internet Explorer 11 and Firefox 3.5 or 3.6. Please disable your pop-up blocker in order to access all parts of the site. Watch for browser updates in the Announcements section of the VSS Home Page.
- Within the various SIGMA VSS pages Frequently Asked Questions (FAQs) links are available to provide additional user information. These are located on the left side column of the application as a link to select. When navigating from one tab to another the frequently asked questions will update to correspond to the page being viewed.

Section 1: Activate an Existing Account

The screenshot shows the 'Welcome to State of Michigan SIGMA Vendor Self Service (VSS)' page. The left sidebar contains a login section with fields for 'User ID' and 'Password', a 'Login' button, and a 'Password Reset' link. Below this is a 'Click the Register button to register a new or existing account.' section with 'Register' and 'Guest Access' buttons. A red arrow points to the 'Register' button. The main content area includes a welcome message, a list of announcements (dated 03/29/2017), a 'View All Announcements' link, a 'Contacts' section with a link to 'Agency Contacts', and a 'Forms and Reference Documents' section with links to various user guides and tax forms.

Step 1.1 Select **Register** to activate your existing account.

Step 1.2 Select **Accept Terms** to accept the agreement or **Reject Terms** to reject the agreement.

VSS returns to VSS Home Page when **Reject Terms** is selected.

SIGMA Vendor Self Service
[www.michigan.gov](#) [www.michigan.gov/michcontractconnect0.4541.7.225-50558--00.html](#) [www.michigan.gov/michcontractconnect](#)

[Privacy Report](#) | [Contact Us](#)

Memorandum of Agreement

Welcome, New
[View Frequently Asked Questions](#)

To register as a vendor, payee/recipient, or grantee user (collectively, "User") with the State of Michigan Vendor Self-Service System (VSS), you must accept the terms of this Agreement. If you choose not to accept these terms, you will be returned to the Home Page for public access. You may click on the Help button for more information. By accepting, you can register as a User and agree to the following:

- 1) You are authorized by the vendor, payee/recipient, or grantee, to:
- a) Register
- b) File all of the information requested in the VSS registration process
- c) Enter into this Agreement
- d) Add users and assign security roles
- 2) User will use VSS to update information and ensure information remains accurate and complete at all times even if different information is available or has been received by other means than VSS.
- 3) All transactions made, in whole or in part, utilizing VSS shall, without exception, be governed by the laws of the State of Michigan.
- 4) User agrees not to share registration information, including User ID and password, with unauthorized persons. The State of Michigan is not responsible if other parties access VSS using the User's ID and password.
- 5) If your password or security information has been lost or stolen, call us immediately toll free at (888) 734-9743.
- 6) User understands that VSS is not required to notify Users when opportunities are available. Users should view the website for opportunities. However, as part of the registration process, Users may sign up to receive notifications.
- 7) User agrees that, when User clicks on an "I Agree," "Accept" or another similar worded "button" or entry field with User's mouse, keyboard or other device, User's agreement is legally binding, and is the legal equivalent of User's signature. User assumes all responsibility for any claim, demand or damage resulting from actions through the User's ID and password.
- 8) While using VSS, User will not:
 - a) Take any action that incurs or may impose, in our sole discretion, a disproportionately large load on our infrastructure.
 - b) Interfere or attempt to interfere with the proper working of VSS or any activities conducted on the sites.
 - c) Attempt to modify, resale, decompile, reverse engineer or otherwise attempt to gain access to any technology or source code underlying any service.
 - d) Post content or items in an inappropriate category or areas on VSS.
 - e) Upload, post, e-mail or otherwise transmit any material that contains viruses or any other computer codes, files or programs which may interrupt, limit or interfere with the functionality of any computer software, hardware or telecommunications equipment.
 - f) Violate any laws, third party rights, or our policies.
 - g) Collect or store personal data, User IDs, or passwords of other Users.
 - h) Attempt to gain unauthorized access to the system or any other system through the system, nor attempt to log in through another User's account.
- 9) The User should report problems, offensive content, or policy violations to the State of Michigan immediately toll free at (888) 734-9743.
- 10) Except as expressly stated otherwise, legal notices may be served to the email address Users have provided and maintain. Notice shall be deemed given 24 hours after e-mail is sent, unless the sending party is notified that the e-mail address is invalid. Alternatively, we may give the User legal notice by mail to the address provided during the registration process. In such cases, notice shall be deemed given thirty (30) days after the date of mailing.
- 11) The State of Michigan retains all title to and ownership of the system (including without limitation its layout, interfaces, functionality, incorporated images, text, and any and all documents and information contained therein) and all copyright, patent, trademark, and other intellectual property rights related thereto.
- 12) The system and any applications, services, materials or information contained within the system is provided on an "as is" basis with no representations or warranties of any kind. To the fullest extent permissible by applicable law, the State of Michigan disclaims all warranties, either express or implied, including but not limited to, the implied warranties of merchantability, fitness for a particular purpose, title, and non-infringement. User assumes total responsibility and risk for its use of the system and any system-related services or information or materials. In addition, the State of Michigan does not warrant that the functions of the system will be uninterrupted or error-free, or that defects in the system will be corrected. The State of Michigan does not warrant or make any representations regarding the system or results of the use of the system, specific services or applications provided through the system, or any materials or information on the system, in terms of their correctness, accuracy, reliability, legal compliance or otherwise.
- 13) Under no circumstances shall the State of Michigan, its agencies, departments or divisions be responsible or liable for any direct, indirect, incidental, consequential, special, exemplary, punitive or other damages, whether based in contract, tort or otherwise, arising out of or relating in any way to use of the system, the services available on the system, information contained within the system, or reliance on any information, materials or results provided to or received through the system, even if the State of Michigan has been advised of the possibility of such damages.
- 14) This agreement remains in effect as long as User is registered. Failure to comply with the terms of this Agreement may result in cancellation of your registration. State of Michigan may change the terms of this Agreement at any time and shall notify User by posting a message on this website. State of Michigan reserves the right, in its sole discretion, to cancel a registration and restrict access at any time without notice or liability, in the event User's registration is cancelled. User remains bound to this Agreement in regard to completion of any contract, purchase order, grant or other electronic transaction that was made or administered, in whole or in part, using VSS.

[Accept Terms](#) [Reject Terms](#)

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SIGMA Vendor Self Service
[www.michigan.gov](#) [www.michigan.gov/michcontractconnect0.4541.7.225-50558--00.html](#) [www.michigan.gov/michcontractconnect](#)

[Privacy Report](#) | [Contact Us](#)

Registration Tips

Welcome, New
[View Frequently Asked Questions](#)

Already registered? Click [here](#) to login. Otherwise, click Next to continue.

Assemble the following information before continuing:

- Information on each location (first location entered will be considered the Headquarters)
- Tax ID Number
- Legal Business name
- DUNS Number
 - A free number issued by Dun & Bradstreet for each business location
 - Call toll free at 888-814-1435 to obtain/verify your number
 - Indicate that you are doing business with a Government entity
- Contact Information (name, address, email, phone and fax)
 - Account Administrator (person responsible for your account)
 - Ordering
 - Payment
- Descriptions of your products and services (for example, commodity codes)

[Back](#) [Next](#)

Step 1.3 Select **Next** to continue or **Back** to return to previous screen.

The next steps will verify that you have an existing account in VSS. By activating the account you will become the primary administrator of the account. Additional users can be added later.

Step 1.4 Use either of the two (2) fields under **Company Search** or **Individual Search** to enter your information.

Step 1.5 Select **Search** to search for an Existing Account.

VSS displays results for your existing account.

If no results are found, refer to instructions in **Section 1: New Vendor Registration** of the VSS Vendor Registration Guide.

The screenshot shows the SIGMA Vendor Self Service portal. The main heading is "Search for an Existing Account/Results Found". There are two search sections: "Company Search" and "Individual Search". Both sections have input fields for Taxpayer Identification Number, Legal Business Name, Last Name, and Last 4 digits of SSN. A red box highlights the search results for Vendor Number CV0048119, Legal Business Name COUNTY OF SHIAWASSEE, and Alias/DBA Name No. A red arrow points to the "Click here to activate your account" link. Below the search results, there are instructions for various scenarios: "Yes, but it is already registered", "Yes, but it is not yet registered", "Yes, but not my business location", "Yes, but the registration is already in progress", and "No, register now". Each scenario has a corresponding action to take, such as clicking a link or button. A "New Registration" button is also visible at the bottom right.

Step 1.6 Select the **Click Here to Activate Your Account** link.

VSS transitions to the **Account Verification** page.

Follow Account Verification instructions shown on screen.

Step 1.7 Enter your State of Michigan Contact & Payment Express (C&PE) User ID as your temporary VSS password.

Note: User IDs may be obtained on the C&PE Home page at <https://mainfacsp.dmb.state.mi.us/payee/servlet/us.mi.state.eft.WelcomeServlet> by clicking on the **Forgot Your User ID?** link.

If you were not a Contract & Payment Express user or need assistance, please contact the Vendor Customer Support Center at 1-888-734-9749 to obtain a temporary password to claim your account.

Step 1.8 Select **Submit**.

SIGMA Vendor Self Service | [Privacy Report](#) | [Contact Us](#)

Account Verification.

Enter your C&PE User ID as your temporary password. User IDs may be obtained on the C&PE Home page by clicking on the 'Forgot Your User ID?' link. If you were not a C&PE user or need assistance, please contact the Vendor Support Center at 1-888-734-9749.

Vendor Verification Password:

Headquarters:

Account Administrator: Passwords are set by your Account Administrator. If you don't know the password, see the contact information below.

Principal Contact:

Email:

Phone:

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for error, if there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the frequently Asked Question accessible from the left hand navigation bar.

VSS transitions to the **My User Information** page.

Step 1.9 Enter your User Information in **General Information** section. Required information is identified by an asterisk:

SIGMA Vendor Self Service | [Privacy Report](#) | [Contact Us](#)

My User Information

Create your user ID here. You will be assigned the role of Primary Account Administrator. Please see the Frequently Asked Questions for additional details about the Primary Account Administrator role.

☐ User Information
Verify and Submit Registration

General Information

*User ID (case sensitive):
(User ID should be between 1 and 16 characters in length)

*First Name:

*Last Name:

*Email:

*Re-enter Email:

*Phone: Ext.:
XXX-XXX-XXXX

Fax:
XXX-XXX-XXXX

Step 1.10 Enter your Password information in the **Password** section.

Passwords must be between 8 and 16 characters. Password must contain a number, an upper case letter, a lower case letter and one of the following symbols: @ \$ # %. The password cannot contain the User ID and it cannot contain the word **password**.

Step 1.11 Select **Next** to continue.

The screenshot shows the 'SIGMA Vendor Self Service' web application. The top navigation bar includes the site logo, 'Privacy Report', and 'Contact Us' links. The main content area is titled 'Welcome, New' and includes a 'View Frequently Asked Questions' link. The left sidebar contains a 'User Information' section with a 'Verify and Submit Registration' button. The main form area is titled 'Password' and contains the following fields: 'Re-enter Email', 'Phone' (with an 'Ext.' field), 'Fax', 'Password (case sensitive)', 'Re-enter Password', 'Security Question' (a dropdown menu), 'Security Answer (case sensitive)', and 'Re-enter Security Answer'. A red arrow points to the 'Password' section header. Below the fields, there is a note: '(Passwords must be between 8 and 16 characters. It must contain a number, an upper case letter, a lower case letter, and one of the following symbols: @ \$ # %. The password cannot contain the User ID and it cannot contain the word "password".)'. At the bottom right, there are three buttons: 'Cancel Registration', 'Back', and 'Next'. A red arrow points to the 'Next' button. At the bottom left, there is a section titled 'Additional Resources & Information:' with a list of four bullet points: 'As you complete each step and move to the next step, the system will check for errors. If there are errors:', 'A notification message will be displayed at the top of the page.', 'You must correct the errors indicated before continuing to the next step.', and 'Additional Help can be found in the Frequently Asked Questions accessible from the left hand navigation bar.'

VSS transitions to **Verify & Submit Registration** page. User access privileges are displayed for your account.

Note: The five (5) red messages shown are informational messages only, not severe errors.

Step 1.12 Select **Submit Registration** to continue.

SIGMA Vendor Self Service | www.michigan.gov | www.michigan.gov/micontractconnect/0,4541,7-225-50558---,00.html | www.michigan.gov/micontractconnect

Privacy Report | Contact Us

You have 5 messages

- 1: Information : User access privileges have been changed to Account Administrator. (A5439)
- 2: Information : User Optional access privileges is updated with Tax inquiry vendor role.
- 3: Information : User Optional access privileges is updated with Create Invoice User role.
- 4: Information : User Optional access privileges is updated with Create Solicitation Response User role.
- 5: Information : User Optional access privileges is updated with Submit Response User role.

[View All Details](#)

Verify & Submit Registration

☐ Verify and Submit Registration

Click the 'Submit Registration' button to complete your registration. You may review your registration prior to submitting it by clicking on the 'Back' button or navigating through the registration pages on the left menu.

[Submit Registration](#) [Cancel Registration](#) [Back](#)

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions accessible from the left hand navigation bar.

VSS displays the **VSS Thank You!** Page.

Step 1.13 Access the **VSS** link to return to the VSS Home Page.

SIGMA Vendor Self Service | www.michigan.gov | www.michigan.gov/micontractconnect/0,4541,7-225-50558---,00.html | www.michigan.gov/micontractconnect

Privacy Report | Contact Us

Thank You!

Welcome, New

[View Frequently Asked Questions](#)

Congratulations, you have completed the registration process. You may now login to VSS using the User Name and Password you just created.

SIGMA Vendor Self Service

www.michigan.gov

www.michigan.gov/miscontractconnect014541732550108--30.html

www.michigan.gov/miscontractconnect

Welcome to State of Michigan SIGMA Vendor Self Service (VSS)

The State of Michigan SIGMA Vendor Self Service (VSS) system allows you, as a payee/vendor/grantee, to manage your information, view your financial transactions, view business and grant opportunities and much more. Click on the Register button to begin filling out an electronic application to become a payee/vendor/grantee. Please disable your pop-up blocker in order to access all parts of the site.

This site is best viewed with Internet Explorer 11 and Firefox 3.5 or 3.6.

If you have questions, please contact the State of Michigan VSS (SOM VSS) Support Center at DMB-Vendor@michigan.gov or 1-888-734-9749. The State of Michigan VSS (SOM VSS) Support Center Office Hours are 8:00 AM until 5:00 PM EST, Monday-Friday.

[Help](#)
[Contact Us](#)
[Policies](#)

* - Required

User ID

Password

Login

[Password Reset](#)

Click the Register button to register a new or existing account.

Register

Guest Access

Announcements

03/29/2017
Test UAT Announcement
[View All Announcements](#)

Contacts

Click on link below to view the list of department contacts.

[Agency Contacts](#)

Forms and Reference Documents

Click on a form below to either save it to your desktop or open it in Adobe.

[SOM VSS Vendor Registration User Guide](#)

[SOM VSS Vendor Existing Account Activation User Guide](#)

[SOM VSS Grantee User Guide](#)

Forms used by Foreign payees:

- Certificate of Foreign Status of Beneficial Owner for U.S. Tax Withholding (Form W-8BEN) <https://www.irs.gov/pub/irs-pdf/w8ben.pdf>
- Certificate of Foreign Status of Beneficial Owner for U.S. Tax Withholding and Reporting (Entities) (Form W-8BEN-E) <https://www.irs.gov/pub/irs-pdf/w8bens.pdf>
- Certificate of Foreign Person's Claim for Exemption from Withholding (Form W-8ECI) <https://www.irs.gov/pub/irs-pdf/w8eci.pdf>
- Certificate of Foreign Government or other Foreign Organization for U.S. Tax Withholding (Form W-8EXP) <https://www.irs.gov/pub/irs-pdf/w8exp.pdf>
- Exemption From Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual (Form 8233) <https://www.irs.gov/pub/irs-pdf/8233.pdf>

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Section 2: View and Modify Your On-line Vendor Account

Step 2.1 Enter your User ID and Password in the **User ID** and **Password** fields.

Step 2.2 Select **Login** to continue.

SIGMA Vendor Self Service

Welcome to State of Michigan SIGMA Vendor Self Service (VSS)

The State of Michigan SIGMA Vendor Self Service (VSS) system allows you, as a payee/vendor/grantee, to manage your information, view your financial transactions, view business and grant opportunities and much more. Click on the Register button to begin filling out an electronic application to become a payee/vendor/grantee. Please disable your pop-up blocker in order to access all parts of the site.

This site is best viewed with Internet Explorer 11 and Firefox 3.5 or 3.6.

If you have questions, please contact the State of Michigan VSS (SOM VSS) Support Center at DMB-Vendor@michigan.gov or 1-888-734-9749. The State of Michigan VSS (SOM VSS) Support Center Office Hours are 8:00 AM until 5:00 PM EST, Monday-Friday.

Announcements

03/29/2017
Test UAT Announcement
[View All Announcements](#)

Contacts

Click on link below to view the list of department contacts.

[Agency Contacts](#)

Forms and Reference Documents

Click on a form below to either save it to your desktop or open it in Adobe.

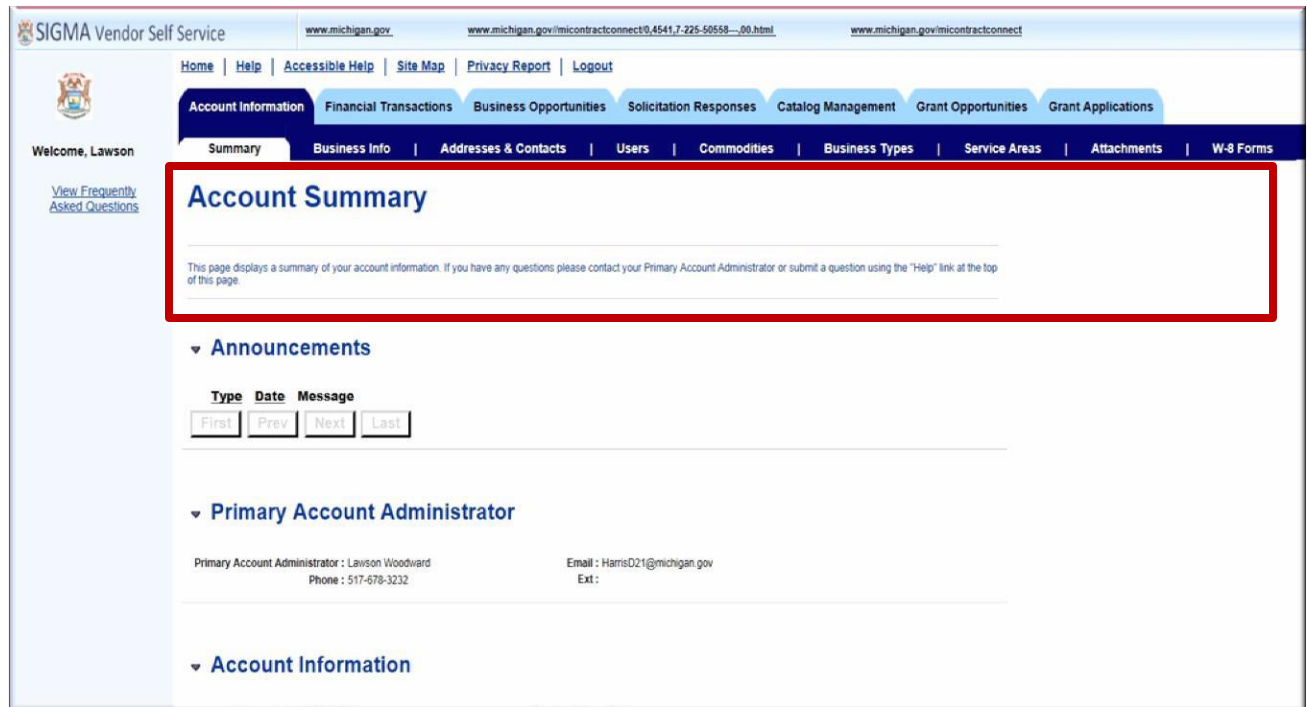
- [SOM VSS Vendor Registration User Guide](#)
- [SOM VSS Vendor Existing Account Activation User Guide](#)
- [SOM VSS Grantee User Guide](#)

Forms used by Foreign payees:

- Certificate of Foreign Status of Beneficial Owner for U.S. Tax Withholding (Form W-8BEN)
<https://www.irs.gov/pub/irs-pdf/w8ben.pdf>
- Certificate of Foreign Status of Beneficial Owner for U.S. Tax Withholding and Reporting (Entities) (Form W-8BEN-E) <https://www.irs.gov/pub/irs-pdf/w8ben-e.pdf>
- Certificate of Foreign Person's Claim for Exemption from Withholding (Form W-8ECI)
<https://www.irs.gov/pub/irs-pdf/w8eci.pdf>
- Certificate of Foreign Government or other Foreign Organization for U.S. Tax Withholding (Form W-8EXP) <https://www.irs.gov/pub/irs-pdf/w8exp.pdf>
- Exemption From Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual (Form 8233) <https://www.irs.gov/pub/irs-pdf/8233.pdf>

VSS transitions to your **Account Summary** screen.

Step 2.3 Select the vertical scroll bar on the right side of your screen to review your Account Summary for Announcements, Primary Account Administrator, Account Information, EFT Information and more.



Step 2.4 Select the **Business Info** tab.

Step 2.5 Select the vertical scroll bar on the right side of your screen to review your My Business Information for Headquarters Information, Organization Information, Legal Name Information, 1099 TIN Information and more.

SIGMA Vendor Self Service

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Welcome, Lawson

View Frequently Asked Questions

My Business Information

Contact your Primary Account Administrator if you have questions regarding the buttons shown on this page. Select the 'Update' button to modify your general information. Select the 'Change TIN' button if you need to change your Taxpayer ID. Refer to the FAQs to modify your organization information. Select the 'Pending 1099 Additions' button to display requested TIN changes that are not approved yet. Select the 'View Pending Changes' button to display other Business Information changes that are awaiting approval. Select the 'Add Business Location' button to register new locations for this Headquarters Account.

Update View Pending Changes Pending 1099 Additions Change TIN Add Business Location

Pending Changes: ☐

[Download Substitute W-9 Certification Form](#)

Headquarters Information

Headquarters Legal Name : Lawson Woodard Franchise Account : No
 Headquarters Account Code : VS0001029 Headquarters Web Address :
 1099 Status : Yes Catalog DUNS :
 Taxpayer ID Number : 211331100 Catalog Extended DUNS :
 Taxpayer ID Number Type : EIN

Organization Information

Step 2.6 Select the **Addresses & Contacts** tab.

Step 2.7 Select the vertical scroll bar on the right side of your screen to review your Addresses & Contacts for **Payment and Ordering**. You can also create new or update existing addresses and contacts on this page as well as view pending changes.

SIGMA Vendor Self Service

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Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Welcome, Lawson

View Frequently Asked Questions

Addresses & Contacts

Here are your addresses and contacts that are used for your financial transactions. You can add new addresses and contacts by clicking the 'Assign/Create Addresses & Contacts' button. You can view your requests that are pending approval by selecting the 'View Pending Additions' button.

To modify the type of address select the 'View/Update' link under the Existing Address & Contact Assignments section next to the record you wish to update. To modify actual addresses and contacts use the 'View/Update' link next to the appropriate record under the Update Addresses and Update Contacts sections.

Existing Address & Contact Assignments

Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Processing	Active From	Active To	Pending Changes	
AD002	Billing	1901 Canal St, Lansing, MI, 48922-0001	Lawson Woodard	No		03/31/2017		<input type="checkbox"/>	View/Upd
AD002	Payment	1901 Canal St, Lansing, MI, 48922-0001	Lawson Woodard	No		03/31/2017		<input type="checkbox"/>	View/Upd
AD002	Ordering	1901 Canal St, Lansing, MI, 48922-0001	Lawson Woodard	No		03/31/2017		<input type="checkbox"/>	View/Upd
AD002	Web Registrar	1901 Canal St, Lansing, MI, 48922-0001	Lawson Woodard	No		03/31/2017		<input type="checkbox"/>	View/Upd

First Prev Next Last

[Assign/Create Addresses & Contacts](#) [View Pending Additions](#)

Update Addresses

Address ID	Address	Pending Changes	
AD002	1901 Canal St, Lansing, MI, 48922-0001	<input type="checkbox"/>	View/Update View Pending Changes

Create a new Ordering address.

Step 2.8 Select **Assign/Create Addresses & Contacts**.

SIGMA Vendor Self Service

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Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Welcome, Lawson

View Frequently Asked Questions

Addresses & Contacts

Here are your addresses and contacts that are used for your financial transactions. You can add new addresses and contacts by clicking the "Assign/Create Addresses & Contacts" button. You can view your requests that are pending approval by selecting the "View Pending Additions" button.

To modify the type of address select the "View/Update" link under the Existing Address & Contact Assignments section next to the record you wish to update. To modify actual addresses and contacts use the "View/Update" link next to the appropriate record under the Update Addresses and Update Contacts sections.

Existing Address & Contact Assignments

Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Processing	Active From	Active To	Pending Changes
AD002	Billing	1901 Canal St, Lansing, MI, 48922-0001	Lawson Woodard	No	No	03/31/2017		<input type="checkbox"/> View/Upd
AD002	Payment	1901 Canal St, Lansing, MI, 48922-0001	Lawson Woodard	No	No	03/31/2017		<input type="checkbox"/> View/Upd
AD002	Ordering	1901 Canal St, Lansing, MI, 48922-0001	Lawson Woodard	No	No	03/31/2017		<input type="checkbox"/> View/Upd
AD002	Web Registrar	1901 Canal St, Lansing, MI, 48922-0001	Lawson Woodard	No	No	03/31/2017		<input type="checkbox"/> View/Upd

First Prev Next Last

Assign/Create Addresses & Contacts View Pending Additions

Update Addresses

Address ID	Address	Pending Changes
AD002	1901 Canal St, Lansing, MI, 48922-0001	<input type="checkbox"/> View/Update View Pending Changes

VSS transitions to the **Addresses & Contacts Update** page.

SIGMA Vendor Self Service

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Welcome, Lawson

View Frequently Asked Questions

Addresses & Contacts

Your address may be validated according to postal standards if prompted, review the changes and choose either the address you entered or the one that was validated.

Next Cancel

Address Types

	Active From	Active To	Default Record	Department/Division	Additional Address Information
<input type="checkbox"/> Account Administrator			<input type="checkbox"/>		
<input type="checkbox"/> Ordering			<input type="checkbox"/>		
<input type="checkbox"/> Payment			<input type="checkbox"/>		
<input type="checkbox"/> Billing			<input type="checkbox"/>		

Address

*Address ID: Find

*Street 1:

Street 2:

*City:

*State/Province:

*Zip/Postal Code:

Country Name: United States of America

County:

*Phone: Ext:

Step 2.9 Select the **Address Type** (ex: Ordering, Payment, or Billing).

Step 2.10 Enter **Active From** date in **Address Types** section.

Step 2.11 Enter **Address** information in **Address** section.

Step 2.12 Select **Next** to continue.

The screenshot displays the SIGMA Vendor Self Service interface. The top navigation bar includes links for Home, Help, Accessible Help, Site Map, Privacy Report, and Logout. The main navigation bar lists various sections: Account Information, Financial Transactions, Business Opportunities, Solicitation Responses, Catalog Management, Grant Opportunities, and Grant Applications. The sub-navigation bar shows Summary, Business Info, Addresses & Contacts, Users, Commodities, Business Types, Service Areas, Attachments, and W-9 Forms. The 'Addresses & Contacts' section is active, showing a 'was validated' message and 'Next' and 'Cancel' buttons. Below this is the 'Address Types' section, which contains a table with columns: Active From, Active To, Default Record, Department/Division, and Additional Address Information. The table has four rows: Account Administrator, Ordering (checked), Payment, and Billing. The 'Ordering' row has a date of 4/11/2017 in the 'Active From' column. Below the table is the 'Address' section, which includes fields for Address ID, Street 1, Street 2, City, State/Province, Zip/Postal Code, Country Name, and Phone. The 'Address ID' field has a 'Find' button. The 'Street 1' field contains '2100 Windsor Avenue', 'City' contains 'Lansing', 'State/Province' is set to 'Michigan', 'Zip/Postal Code' is '48922', and 'Country Name' is 'United States of America'. The 'Phone' field contains '517-678-2222'.

VSS validates the address entered against an external database of valid postal code standards. A Postal Code Standards message is presented at the top of the screen. The system defaults to the **Corrected Address** as shown by the check mark. You have the option to use the Original Address as entered or accept the Corrected Address option.

Step 2.13 Accept the **Corrected Address** format or check mark the **Original Address** format.

The screenshot shows the SIGMA Vendor Self Service portal. The top navigation bar includes links for Home, Help, Accessible Help, Site Map, Privacy Report, and Logout. Below this is a secondary navigation bar with tabs for Account Information, Financial Transactions, Business Opportunities, Solicitation Responses, Catalog Management, Grant Opportunities, and Grant Applications. A third navigation bar shows the user's profile (Lawson) and various menu items like Summary, Business Info, Addresses & Contacts, Users, Commodities, Business Types, Service Areas, Attachments, and W-9 Forms.

The main content area is titled 'Address'. It contains two sections: 'Original Address' and 'Corrected Address'. The 'Original Address' section has a 'Select Address' checkbox and a 'Find' button. Below this are input fields for Address ID, Street 1 (2100 Windsor Avenue), Street 2, City (Lansing), State/Province (Michigan), Zip/Postal Code (48922), Country Name (United States of America), County, Phone (517-678-2222), DUNS, Extended DUNS, and CAGE Code.

The 'Corrected Address' section has a 'Select Address' checkbox and a 'Next' button. A red arrow points to the 'Next' button. Below this are input fields for Address ID, Street 1 (2100 Windsor Ave), Street 2, City (Lansing), and State/Province (Michigan).

Step 2.14 Select **Next** at top of page.

VSS transitions to the Step 2 of 3 for **Assign/Create Addresses & Contacts** page.

Step 2.15 Enter required Principal Contact information in **Principal Contact** section if new contact. If Principal Contact is same as existing contact, use the Find key to search for and select same Principal Contact.

Step 2.16 Select **Next** to continue.

SIGMA Vendor Self Service

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Summary | Business Info | Addresses & Contacts | Users | Commodities | Business Types | Service Areas | Attachments | W-9 Forms

Next | Back | Cancel

Address Types

	Active From	Active To	Default Record	Department/Division	Additional Address Information
<input type="checkbox"/> Account Administrator			<input type="checkbox"/>		
<input checked="" type="checkbox"/> Ordering	04/11/2017		<input type="checkbox"/>		
<input type="checkbox"/> Payment			<input type="checkbox"/>		
<input type="checkbox"/> Billing			<input type="checkbox"/>		

Principal Contact

*Principal Contact ID: rna

*Contact Name:

Title/Role:

Permissions:

Authorized Representative: ☐

Email:

Correspondence Type:

English Spoken: ☒

*Phone:

Phone Extension:

Alternate Phone:

Alternate Phone Extension:

Fax:

Fax Extension:

Alternate Fax:

Alternate Fax Extension:

VSS updates **Addresses & Contacts** section for Address Type, Principal Contact ID and Address ID.

SIGMA Vendor Self Service

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Summary | Business Info | Addresses & Contacts | Users | Commodities | Business Types | Service Areas | Attachments | W-9 Forms

Assign / Create Addresses & Contacts - Step 3 of 3

Please review the address and contact information you have entered. Click the 'Save' button to submit them.

Address Type	Active From	Active To	Address ID	Address	Principal Contact
<input checked="" type="checkbox"/> Ordering	04/11/2017		AD006	2100 Windsor Ave, Lansing, MI, 48922-0001	Andre Woodard

First | Prev | Next | Last

Save | Back | Cancel

General Information

Address Type:

Active From:

Active To:

Default Record: ☐

Department / Division:

Additional Address Information:

Address

Address ID:

Street 1:

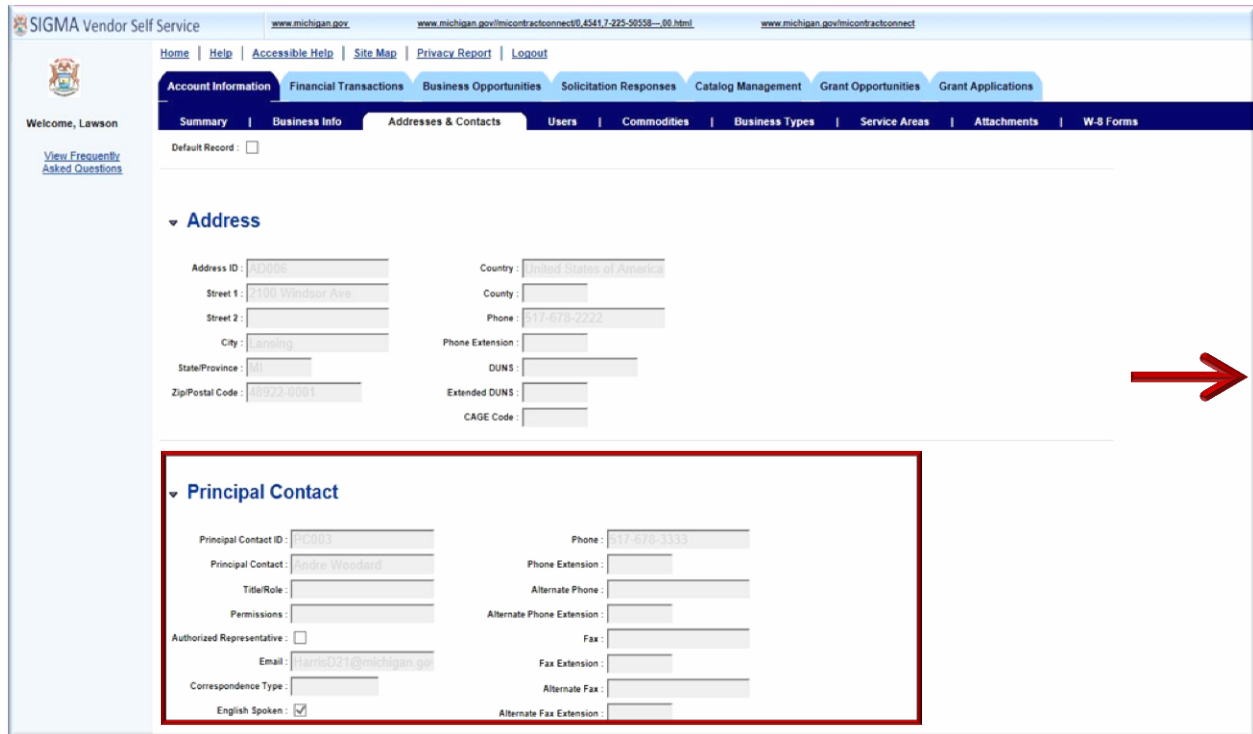
Street 2:

Country:

County:

Phone:

Step 2.17 Select the vertical scroll bar on right side of screen to see **Principal Contact** updated information. (Vertical scroll bar not shown on screen shot below, but should display on your screen.)



SIGMA Vendor Self Service

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Summary | Business Info | **Addresses & Contacts** | Users | Commodities | Business Types | Service Areas | Attachments | W-9 Forms

Welcome, Lawson

[View Frequently Asked Questions](#)

Default Record: ☐

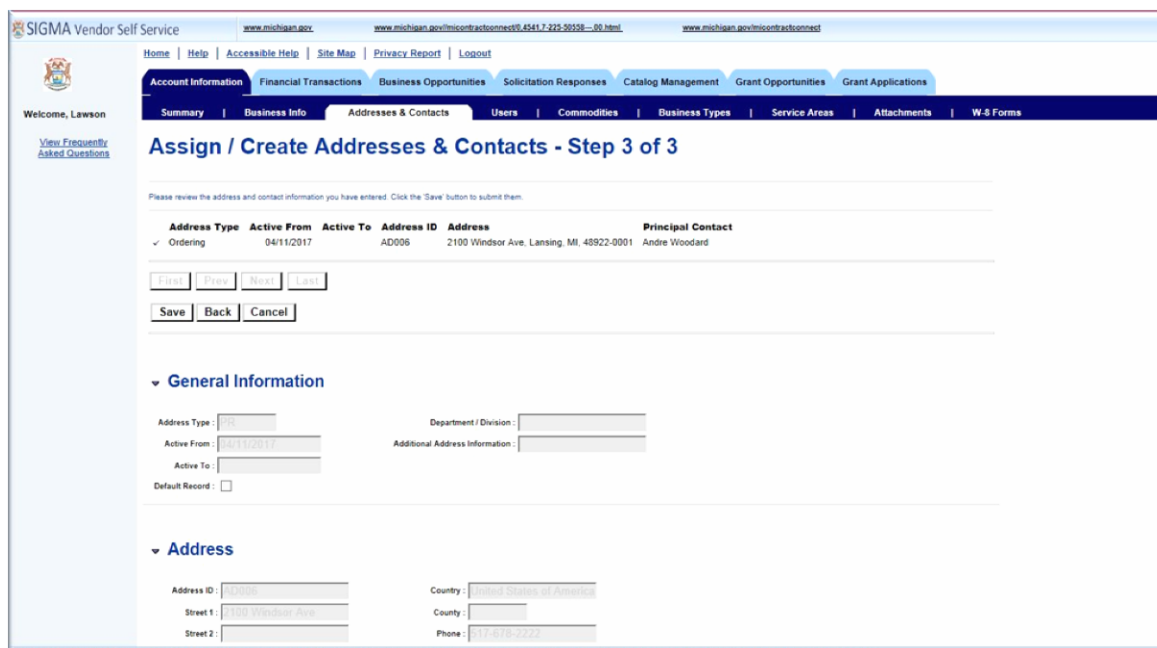
Address

Address ID: Country:
 Street 1: County:
 Street 2: Phone:
 City: Phone Extension:
 State/Province: DUNS:
 Zip/Postal Code: Extended DUNS:
 CAGE Code:

Principal Contact

Principal Contact ID: Phone:
 Principal Contact: Phone Extension:
 Title/Role: Alternate Phone:
 Permissions: Alternate Phone Extension:
 Authorized Representative: ☐ Fax:
 Email: Fax Extension:
 Correspondence Type: Alternate Fax:
 English Spoken: ☒ Alternate Fax Extension:

Step 2.18 Select **Save** to continue.



SIGMA Vendor Self Service

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Summary | Business Info | **Addresses & Contacts** | Users | Commodities | Business Types | Service Areas | Attachments | W-9 Forms

Welcome, Lawson

[View Frequently Asked Questions](#)

Assign / Create Addresses & Contacts - Step 3 of 3

Please review the address and contact information you have entered. Click the 'Save' button to submit them.

Address Type	Active From	Active To	Address ID	Address	Principal Contact
✓ Ordering	04/11/2017		AD006	2100 Windsor Ave, Lansing, MI, 48922-0001	Andre Woodard

First Prev Next Last

Save Back Cancel

General Information

Address Type: Department / Division:
 Active From: Additional Address Information:
 Active To:
 Default Record: ☐

Address

Address ID: Country:
 Street 1: County:
 Street 2: Phone:

VSS updates the **Addresses & Contacts** tab with new contact information.

Step 2.19 Select **View Pending Additions** to see pending Contact information.

Existing Address & Contact Assignments

Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Processing	Active From	Active To	Pending Changes
AD002	Billing	1901 Canal St. Lansing, MI. 48922-0001	Lawson Woodard	No	No	03/31/2017		View/Update View Pending Changes
AD002	Payment	1901 Canal St. Lansing, MI. 48922-0001	Lawson Woodard	No	No	03/31/2017		View/Update View Pending Changes
AD002	Ordering	1901 Canal St. Lansing, MI. 48922-0001	Lawson Woodard	No	No	03/31/2017		View/Update View Pending Changes
AD002	Web Registrar	1901 Canal St. Lansing, MI. 48922-0001	Lawson Woodard	No	No	03/31/2017		View/Update View Pending Changes

Buttons: [First](#) [Prev](#) [Next](#) [Last](#) [Assign/Create Addresses & Contacts](#) [View Pending Additions](#)

Update Addresses

Address ID	Address	Pending Changes
AD002	1901 Canal St. Lansing, MI. 48922-0001	<input type="checkbox"/> View/Update View Pending Changes

Update Contacts

Contact ID	Contact Name	Contact Address	Pending Changes
PC002	Lawson Woodard	1901 Canal St. Lansing, MI. 48922-0001	<input type="checkbox"/> View/Update View Pending Changes

VSS displays View Pending Additions – Addresses & Contacts information.

Step 2.20 Select **Back** to exit the page.

View Pending Additions - Addresses & Contacts

Here are your new addresses and contacts awaiting approval.

Address Type	Active From	Active To	Address ID	Address	Principal Contact	Status
✓ Ordering	04/11/2017		AD006	2100 Windsor Ave, Lansing, MI. 48922-0001	Andre Woodard	New Change

Buttons: [First](#) [Prev](#) [Next](#) [Last](#) [Back](#)

The next few steps provide instructions on modifying/updating existing address information on the Addresses & Contacts page.

Step 2.20.1 Select **View/Update** link in the Update Addresses section for the address you wish to modify/update. (The Payment Address is used in the example.)

SIGMA Vendor Self Service

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Welcome, Lawson

Summary | Business Info | **Addresses & Contacts** | Users | Commodities | Business Types | Service Areas | Attachments | W-9 Forms

Addresses & Contacts

Here are your addresses and contacts that are used for your financial transactions. You can add new addresses and contacts by clicking the 'Assign/Create Addresses & Contacts' button. You can view your requests that are pending approval by selecting the 'View Pending Additions' button.

To modify the type of address select the 'View/Update' link under the Existing Address & Contact Assignments section next to the record you wish to update. To modify actual addresses and contacts use the 'View/Update' link next to the appropriate record under the Update Addresses and Update Contacts sections.

Existing Address & Contact Assignments

Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Processing	Active From	Active To	Pending Changes
AD002	Billing	1901 Canal St Lansing, MI 48922-0001	Lawson Woodard	No	No	03/31/2017		View/Update View Pending Changes
AD002	Payment	1901 Canal St Lansing, MI 48922-0001	Lawson Woodard	No	No	03/31/2017		View/Update View Pending Changes
AD002	Ordering	1901 Canal St Lansing, MI 48922-0001	Lawson Woodard	No	No	03/31/2017		View/Update View Pending Changes
AD002	Web Registrar	1901 Canal St Lansing, MI 48922-0001	Lawson Woodard	No	No	03/31/2017		View/Update View Pending Changes
AD006	Ordering	2100 Windsor Ave, Lansing, MI 48922-0001	Andre Woodard	No	No	04/11/2017		View/Update View Pending Changes

First Prev Next Last

[Assign/Create Addresses & Contacts](#) [View Pending Additions](#)

Update Addresses

Address ID	Address	Pending Changes
AD002	1901 Canal St Lansing, MI 48922-0001	<input type="checkbox"/> View/Update View Pending Changes
AD006	2100 Windsor Ave, Lansing, MI 48922-0001	<input type="checkbox"/> View/Update View Pending Changes

First Prev Next Last

Update Contacts

VSS transitions to the View/Update Available Address page.

Step 2.20.2 Modify the address as necessary. (The Street 1 Address will be changed to 2100 Canal St in the example.)

SIGMA Vendor Self Service www.michigan.gov www.michigan.gov/miccontractconnect/0,4541,7-225-50558--00.html www.michigan.gov/miccontractconnect

[Home](#) | [Help](#) | [Accessible Help](#) | [Site Map](#) | [Privacy Report](#) | [Logout](#)

Account Information | **Financial Transactions** | **Business Opportunities** | **Solicitation Responses** | **Catalog Management** | **Grant Opportunities** | **Grant Applications**

Summary | **Business Info** | **Addresses & Contacts** | **Users** | **Commodities** | **Business Types** | **Service Areas** | **Attachments** | **W-9 Forms**

Welcome, Lawson

[View Frequently Asked Questions](#)

View/Update Available Address

Modify or delete your address here. Click the 'Save' button once all updates have been made. Click the 'Cancel' button to undo all updates entered.
A modified address will be validated according to postal standards. Review the changes and choose either the address you entered or the one that was validated.

Save **Delete** **Cancel**

▼ Address Information

Address ID:

* Street 1:

Street 2:

* City:

* State/Province:

* Zip/Postal Code:

* Country:

County:

* Phone: Ext:

XXX-XXX-XXXX

DUNS:

Extended DUNS:

CAGE Code:

* Indicates a required field

Step 2.20.3 Select **Save** to save change.

SIGMA Vendor Self Service www.michigan.gov www.michigan.gov/miccontractconnect/0,4541,7-225-50558--00.html www.michigan.gov/miccontractconnect

[Home](#) | [Help](#) | [Accessible Help](#) | [Site Map](#) | [Privacy Report](#) | [Logout](#)

Account Information | **Financial Transactions** | **Business Opportunities** | **Solicitation Responses** | **Catalog Management** | **Grant Opportunities** | **Grant Applications**

Summary | **Business Info** | **Addresses & Contacts** | **Users** | **Commodities** | **Business Types** | **Service Areas** | **Attachments** | **W-9 Forms**

Welcome, Lawson

[View Frequently Asked Questions](#)

View/Update Available Address

Modify or delete your address here. Click the 'Save' button once all updates have been made. Click the 'Cancel' button to undo all updates entered.
A modified address will be validated according to postal standards. Review the changes and choose either the address you entered or the one that was validated.

Save **Delete** **Cancel**

▼ Address Information

Address ID:

* Street 1:

Street 2:

* City:

* State/Province:

* Zip/Postal Code:

* Country:

County:

* Phone: Ext:

XXX-XXX-XXXX

DUNS:

Extended DUNS:

CAGE Code:

* Indicates a required field

VSS transitions to the Addresses & Contacts page and places a check mark in the Pending Changes field. Updates to your account will be reflected after VSS has completed its routine automated update cycle. The automated update cycle runs every two (2) hours 8 AM to 5 PM EST State of Michigan business days.

Addresses & Contacts

Here are your addresses and contacts that are used for your financial transactions. You can add new addresses and contacts by clicking the 'Assign/Create Addresses & Contacts' button. You can view your requests that are pending approval by selecting the 'View Pending Additions' button.

To modify the type of address select the 'View/Update' link under the Existing Address & Contact Assignments section next to the record you wish to update. To modify actual addresses and contacts use the 'View/Update' link next to the appropriate record under the Update Addresses and Update Contacts sections.

Existing Address & Contact Assignments

Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Processing	Active From	Active To	Pending Changes
AD002	Billing	1901 Canal St. Lansing, MI. 48922-0001	Lawson Woodward	No		03/31/2017		<input type="checkbox"/> View/Update View Pending Changes
AD002	Payment	1901 Canal St. Lansing, MI. 48922-0001	Lawson Woodward	No		03/31/2017		<input type="checkbox"/> View/Update View Pending Changes
AD002	Ordering	1901 Canal St. Lansing, MI. 48922-0001	Lawson Woodward	No		03/31/2017		<input type="checkbox"/> View/Update View Pending Changes
AD002	Web Registrar	1901 Canal St. Lansing, MI. 48922-0001	Lawson Woodward	No		03/31/2017		<input type="checkbox"/> View/Update View Pending Changes
AD006	Ordering	2100 Windsor Ave. Lansing, MI. 48922-0001	Andre Woodward	No		04/11/2017		<input type="checkbox"/> View/Update View Pending Changes

[First](#) [Prev](#) [Next](#) [Last](#) [Assign/Create Addresses & Contacts](#) [View Pending Additions](#)

Update Addresses

Address ID	Address	Pending Changes
AD002	1901 Canal St. Lansing, MI. 48922-0001	<input checked="" type="checkbox"/> View/Update View Pending Changes
AD006	2100 Windsor Ave. Lansing, MI. 48922-0001	<input type="checkbox"/> View/Update View Pending Changes

[First](#) [Prev](#) [Next](#) [Last](#)

Update Contacts

Step 2.21 Select the **Users** tab.

Step 2.22 Select the **My Profile** link on the left navigation panel to view your Account Profile.

Account Users

Listed in the grid are all the users for your VSS account. You may add account users by selecting the 'Add' button. You may view or modify existing users by selecting the 'View/Modify' link next to the corresponding record. You may delete users by selecting the 'Delete' link next to the corresponding record.

User ID	First Name	Last Name	Access Level	Account Status
Lawson01	Lawson	Woodward	Account Administrator	Active

[First](#) [Prev](#) [Next](#) [Last](#) [Add](#)

[View/Modify](#) [Delete](#)

VSS transitions to **My Profile** page.

The **My Profile** page is used to view or modify your account for General Information, Security Hint, Email Notification types, and Access Levels. **Modify** is used to make edits/changes. **Password Reset** is used to change your password.

The screenshot displays the SIGMA Vendor Self Service interface. The top navigation bar includes links for Home, Help, Accessible Help, Site Map, Privacy Report, and Logout. Below this, a secondary navigation bar lists various account management options. The left sidebar shows a welcome message and a list of links, with 'My Profile' highlighted by a red arrow. The main content area is titled 'My Profile' and contains several sections: General Information (User ID, First Name, Last Name, Email, Phone, Ext., Fax), Security Hint (Security Question, Security Answer), Email Notifications (Registration, Account Maintenance, Recent Financial Transactions), and Access Levels (Primary Access Level, Optional Access Levels). At the bottom right of the Access Levels section, there are two buttons: 'Password Reset' and 'Modify', both indicated by red arrows.

Step 2.23 Select the **Account User** link to navigate back to **Account User** page.

VSS displays the Account Users page.